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# The Purbeck School

Achieving Excellence Together

## New Parent Information Booklet 2022 – 2023



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**'Achieving excellence together'**  
*Respect, Aspiration, Perseverance*

Dear Parent/Carer,

I am delighted to welcome you and your child to The Purbeck School community whether you are joining us for the first time or we are welcoming you back.

The Purbeck School is an exciting and vibrant environment in which to learn in. The principles of 'respect', 'aspiration', and 'perseverance' are at the core of everything that we do and we encourage our students to embrace these principles so that they are able to grow into confident young adults who strive to be the best they can be.

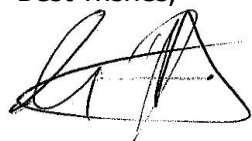
Academically the school has gone from strength to strength with GCSE and A level results placing us firmly within the top 20% of schools nationally. The school's focus on academic rigour is matched by its commitment to ensuring that there is a caring and nurturing school community that will support your child whenever there is a need to do so.

I very much hope that your child will take up a number of the opportunities that are available as a student at the school. Whether it be in taking part in one of the many sporting teams, taking an active role in STEM club, playing a part in the school show, or joining the school band, there really is something for everyone.

This booklet is designed to provide you with the most important information for ease of reference and to acquaint you with our systems before your child comes to us in September. There is a separate consent form which includes signing up to the 'Purbeck Contract', we would appreciate you spending some time reading through this with your child, and then signing and returning before the start of the autumn term. The website is a fantastic source of information, and all this information has been placed under the Information/Transition tab.

I look forward to welcoming your child to the school and developing a partnership with you all over the next 5 years.

Best wishes,



Adam Darley  
Headteacher

**Important: consent form must be signed and returned to the school office before the start of term.**

Please be aware that by returning the signed consent form you are confirming that you have read and understood the contents.

# **The Purbeck School**

## **'Student Teaching and Learning' document**

The 'Student Teaching and Learning' document sets the standards that we aim for all students at The Purbeck School to achieve – these are the fundamental expectations within lessons and around the school and will be commented on in each report.



# PASTORAL SUPPORT TEAM 2022 – 2023

**Safeguarding is paramount at The Purbeck School.  
If you have any safeguarding concerns please contact one of the following.**

<a href="#">Mrs V Gregory</a>	Designated Senior Lead (DSL)
<a href="#">Mr Steve Hall</a>	Attendance Officer
<a href="#">Mrs R Stevens</a>	Deputy DSL and Inclusion Lead
<a href="#">Mrs C Smith</a>	Deputy DSL and Senior Learning Mentor
<a href="#">Mr A Darley</a>	Deputy DSL and Headteacher

## **Pastoral Support**

The Pastoral Support team are there to support your child throughout their time at The Purbeck School. If there is need for social, emotional, or behavioural support they will always be on hand. The House system is based around 4 Houses (Kingfisher, Kestrel, Skylark, Swift) and each House has a House Leader and a team of tutors who will be with your child for their time at the school.

<b>Head of Swift House</b>	<a href="#">Mrs L Robinson</a>
<b>Head of Kingfisher House</b>	<a href="#">Mr N Hunt</a>
<b>Head of Kestrel House</b>	<a href="#">Miss K Yarnold</a>
<b>Head of Skylark House</b>	<a href="#">Mr J Deremaux</a>
<b>Head of Sixth Form</b>	<a href="#">Mrs D Rayner</a>
<b>Special Educational Needs Coordinators</b>	<a href="#">Miss R Alls</a>
<b>Attendance Officer</b>	<a href="#">Mr S Hall</a>
<b>Inclusion Lead</b>	<a href="#">Mrs R Stevens</a>
<b>Wellbeing lead</b>	<a href="#">Mr Hopwood</a>
<b>Sixth form Wellbeing Lead</b>	<a href="#">Mrs M Scott</a>
<b>Student Services</b>	<a href="#">Mrs R Taylor</a>

[For a full list of staff please see the school website.](#)

# Attendance

The Purbeck School expects regular and punctual attendance and positively welcomes the active support of all parents in encouraging their children to achieve 100% attendance. Any drop-in attendance is proven to have negative effect on student progress, just a 5 to 10% absence rate can equate to a grade loss in each subject. It is therefore vital that full attendance is aimed for by parent and student. This forms an important part of our parent/school agreement.

## Absence for one or more days

**On the morning of the first day of absence** please inform the school by telephoning the Attendance and Welfare Office on 01929 550077 or by email [StudentAbsence@purbeck.dorset.sch.uk](mailto:StudentAbsence@purbeck.dorset.sch.uk). Please ensure you inform us of your child's name, tutor group and the reason for absence and if possible, an approximate date of return. On his or her return to school please send in a note to the tutor confirming the dates of absence and reason.

If a student has poor attendance we will ask for medical evidence, for example a doctor's note, appointment card, prescription or sight of prescribed medication.

If it is known that your son or daughter will be absent for any medical reason please advise the tutor the day before. We monitor attendance on a daily basis and if your son or daughter is absent without prior notice it is likely that we will contact you by telephone.

When students are absent for an extended period due to illness, we are able to arrange for work to be set on Teams for those able to complete it.

*If students need to leave school during the school day, for example for dental and medical appointments, they must produce the appointment card or a note from parents.*

## Request for leave of absence

Our [attendance policy](#) which is common to all schools in the Purbeck area says that "regulations state that Headteachers may not grant any leave of absence during school time unless there are exceptional circumstances". Holidays in term time are not classed as exceptional. You may be fined for absence due to unauthorised reasons.

## Leaving the school site at lunchtime

The following rule is made solely for students' protection when we are, by law, responsible for their safety:

*Should there be some exceptional reason for a student going out at lunch time, a letter from parents must be brought in and handed to Student Services, for the attention of Mr S Hall, first thing in the morning. The student will then have to sign 'out' and 'in' in the special book provided in Student Services.*

[Please see the school website for the full attendance policy](#)

## **Academic Organisation**

In most subjects, students are taught in sets according to their ability. All students follow the same curriculum pattern in Years 7, 8 and 9: those with special educational needs may be supported by a teacher, or a learning coach, teaching within a subject or by the provision of individualised learning materials and programmes of study.

### **Key Stage 3**

In Year 7 and 8: English, Maths, Science, PE, DT on a carousel (Product Design, Textiles, Graphics and Food Technology), Performing Arts on a carousel (Art, Music, Drama) French, Spanish, History, IT, RE, PSHE.

### **Key Stage 4 (Years 10 & 11)**

During Year 9, students make the choice of subjects for Years 10 and 11. Our courses at this Key Stage are under continuous review and full details are available in a booklet published each year. Choices are made in conjunction with parents at an evening held early in the Spring Term. Please contact us if you would like a copy of the current Key Stage 4 booklet. This is also available on the school website, [www.purbeck.dorset.sch.uk](http://www.purbeck.dorset.sch.uk).

In addition to the option choices students must complete the statutory requirements of Information & Communication Technology, Personal, Social & Health Education, Physical Education and Religious Education.

### **Key Stage 5 (Years 12 & 13) sixth form courses**

More than 60% of our Year 11 students regularly choose to stay on into the sixth form and we offer a very wide range of courses at AS and A2 level and level 2.

Full details of the courses on offer can be found in our [annual sixth form Handbook](#). Please contact us if you would like a copy.

### **Home learning/Knowledge Organisers**

At The Purbeck School, we believe completing home learning is essential to the academic success of all students. It gives students the opportunity to extend their learning and to reinforce what has been learned in class. In Year 7, 8, & 9 students will be set 60 minutes of home learning on every day. Home learning will be in three parts – Literacy, Maths and knowledge organiser quizzes – each lasting 20 minutes.

Home learning for Literacy is aimed at increasing reading age and developing vocabulary through *Reading for Pleasure*. Maths home learning is aimed at increasing your child's numeracy levels and providing additional time to practise and consolidate the skills they learn in lessons. Every week students must complete tasks from our [Times Table Rock Stars](#) website and from Hegarty Maths.

Once a fortnight in every subject, students will be tested on knowledge that they are expected to learn. Each student will be provided with a Knowledge Organiser and a practise book. Students will be coached in using *Look, Cover, Write, check* in order to revise and check they have learnt specific knowledge as directed by their teachers.

All students will also have the opportunity to take part in Enrichment Projects, which are subject based and aimed to stretch and challenge. House points are given to all students to reward hard work and effort.

Each week, please support us by checking your child has completed all three home learning tasks. If they are struggling with any aspect of home learning then please encourage them to see their teachers or attend our after-school home learning club.

Parents are expected to monitor home learning through the Knowledge Organiser and reading for pleasure booklets by signing them every cycle.

### **Academic tracking and mentoring**

All students are set challenging target grades or levels based on their prior attainment and academic ability. Students' progress will be tracked to ensure they are achieving the grades they are capable of. They will talk through their progression on a regular basis with their tutor and set individual targets to help them achieve their potential.

Should you wish to discuss your child's academic progress please contact their tutor via the school office.

### **Reporting and reviewing procedures**

As a school we are constantly striving to improve our communication with parents. One of the ways in which this is now possible is through the SIMS Parent app. This allows us to publish information to support the learning of your child in a safe environment that can be accessed anytime and anywhere there is an internet connection. An invitation to register for SIMS Parent will be sent to each contact with parental responsibility on our system for whom we hold an email address; once registered, this will allow the school to contact you through push notifications to the app, and give you access to your child's timetable, attendance, homework, reports and extra-curricular activities. It will also allow you to view and make changes to the information we hold for you and your child through the data collection section.

When reports are published you will receive an email and also a push notification message to let you know they are available to view through the app. Further information on SIMS Parent is available on the school's website at <https://www.purbeck.dorset.sch.uk/information/sims-parent/>

## **Special Educational Needs**

The Purbeck School is fully committed to supporting all students and providing a wide range of opportunities in a mainstream setting for students with special educational needs. The Learning Support Department helps to develop the variety, quality and quantity of learning support it can offer to all its students.

In Key Stage 3, specialist literacy and numeracy lessons will be available for students whose basic skills cause a barrier to them accessing the curriculum and making the expected rates of progress. These students are identified through liaison with the partnership schools.

In Years 10 and 11 Learning Skills lessons have been included in our curriculum offer for students who would benefit from extra time to focus on their literacy and numeracy; this also enables additional support to be given to their GCSE courses. Individual and group provision is also provided through the deployment of Learning Coaches for students unable to access all parts of the curriculum across the whole school.

The work of the Local Authority Special Educational Needs Support Service and Behavioural Support Service continue to be accessed and widely disseminated within the school. The school's multi-agency pastoral support group continues to meet once each half term and we are very appreciative of the consistent commitment health, education and social service professionals from outside the school have made to this: we recognise that we are a singularly fortunate school to have this long-established example of best practice. This whole range of specialist input has meant that teachers and teaching assistants have been trained and are regularly updated, on a weekly basis, where appropriate for specific students.

We are confident that the skills, experience and hard work of all our staff allow us to implement the requirements of the code of practice for SEN to a high standard. We also recognize that parental engagement is an important factor in the success of students with SEN and therefore encourage regular contact to ensure that success is celebrated and problems resolved.

# Behaviour Policy

## Section A: The Purbeck School Behaviour Policy – Our School Ethos

### ***'Achieving excellence together'***

At The Purbeck School it is our profound belief that every student has the right to make progress, excel, and feel valued within a safe and secure environment. Irrespective of background, current academic progress or learning requirements we seek to develop a whole-school ethos built upon mutual respect and strong working relationships.

At The Purbeck School, we believe that all students have the same equal right to an education. This right, however, is also a responsibility and every student must play their part in working together to help create the best possible learning conditions, both inside and outside of the classroom. We seek to work collaboratively with our students, parents, carers, and governors to create a strong school ethos which enables all students to thrive and achieve their ambitions.

The Purbeck School believes that poor behaviour should never interfere with learning and should not be tolerated. As a school we have a responsibility to teach our students values and good character. We will do this by modelling the key values and characteristics to our students, rewarding desirable behaviour with praise and tangible rewards and also by imposing consistent and clear sanctions for unacceptable behaviour. Students feel safe with clear boundaries and it is the job of the school to provide these. The school will be relentless in its expectations of the behaviour of our students and seek to work in partnership with parents and governors in reinforcing these standards and expectations.

### **Principle Cards**

Students will receive two Principle Cards. One is a positive 'above and beyond' principle card where students can gain signatures for excellence around the school and the second card is to reinforce the high standards that we have at the school regarding our community standards.

<b>Above and Beyond Principle Card</b>			
Name:		Tutor Group:	
Date	Teacher comment	Signed	
1			
2			
3			
4			
5			

Once Complete, take to the Nest to claim your  
5 House Points

**Respect – Aspiration – Perseverance**

<b>Above and Beyond Principle Card</b>	
Outside of lessons, I will look for opportunities to go above and beyond meeting my community responsibilities.	
I will be a good role model by: –	
Actively keeping our school tidy, helping staff on duty or running a club, helping pupils who need assistance, being an excellent example of the Purbeck Principles of	
<b>Respect – Aspiration – Perseverance</b>	

<b>Principle Card</b>			
Name		Tutor Group	
Date			
Date	Teacher comment	Signed	
1			
2			
3			
4			
5			
Speak to tutor			
6			
7			
8			
9			
10			

**The Purbeck Principles**

1. Respect
2. Aspiration
3. Perseverance

## Celebrating Positive Behaviour

Reward	Description
House Points	During every lesson, staff should seek to reward students exemplifying the Purbeck Principles by issuing them with House Points. These House Points will be added to Epraise, an online platform which students can access and track their House Points.
Positive Principle Card	Each complete card is worth 5 House Points. Once complete, it is also entered into a prize draw that occurs at least once a half term. The card enables teachers to reward students who exemplify the Purbeck Principles of Respect, Aspiration and Perseverance.
The Super '7s'	A postcard is sent home, by the Senior Pastoral Lead, to all those students who have achieved a '7' for that subject area.
The 'Super 7' Wristband	Those students who have achieved a '7' score will be eligible for a 'Super 7 Wristband' in the following week. This wristband will entitle students to privileges around school.
Celebration Assemblies	These assemblies take place each term and are a wonderful opportunity for students to share in the success of their peers.
Attendance non-uniform days	Every term, one tutor group from each year group will be rewarded with a non-uniform day. This may be because they have the highest overall attendance in their year group or that they have had the biggest improvement in attendance.
Celebration of Success Evenings	These evenings are held annually and are a chance for students, parents, governors and staff to meet to share in the success of our students. Awards are handed out for a variety of reasons and include subject prizes and those focused on The Purbeck Principles.
Student of the Month	Every month, each subject area nominates a 'Student of the Month'. This can be for many reasons including behaviour, progress and effort.
Tea and Cakes with the Headteacher	During the school year, our students are sometimes invited to share their successes with our Headteacher. These students are nominated, by their House Leaders, for a variety of reasons and especially for demonstration of the Purbeck Principles inside and outside of school.
Headteacher Commendation Letters	Selected students receive Commendation Letters for outstanding contributions to school life. These can happen at any time during the year and are a notable achievement for any student.

## **Lesson Responsibilities**

These are the responsibilities that we expect all students to adhere to during lesson time.

### **Student Lesson Responsibilities**

These are the responsibilities that we expect all students to adhere to during lesson time.

**To show Respect, Aspiration and Perseverance in the classroom students must: -**

1. **Arrive on time**, line up outside the classroom, with the right equipment, until greeted by a member of staff who will welcome you into the room.
2. **Demonstrate positive body language** throughout the entirety of the lesson
  - Sit up and face the front
  - Track the speaker
  - Demonstrate a positive attitude to learning
3. **Take an active part in the lesson**
  - Ask and answer appropriate questions
  - Listen to others
  - Complete work with pride, following The Purbeck School Template
4. **Follow instructions at all times**

### **The Purbeck School Template – Expectations for classroom work books**

- I will always put the date on the left-hand side of a page
- I will always underline titles neatly with a ruler
- I will always ensure that my work is kept neat and tidy

## **Community Responsibilities**

These are the responsibilities that we expect all or students to adhere to around the school site.

### **Student Community Responsibilities**

**Outside lessons, it is my responsibility to make sure that I meet the expectations below.**

1. I will always remain within bounds.
2. I will always walk when inside the school building and calmly and sensibly between lessons.
3. I will make sure I am neatly dressed, in the correct uniform at all times, and will not chew gum in school.
4. I will follow instructions given by any member of staff, immediately and without question.
5. I will help to keep my school free from litter.
6. I will line up silently, for assembly (and during emergency evacuations), in alphabetical order.
7. During lessons (and whilst walking between lessons), I will ensure that any electronic devices are switched off and out of sight; this also applies to headphones.
8. I will use appropriate language in school and will speak, and behave, in a calm manner and without shouting.
9. I will always conduct myself in a respectful manner when interacting with other members of the school and wider community.

# School equipment and uniform

## Equipment

Having the right equipment for school every day helps to ensure lessons start smoothly and more learning takes place. All students are expected to have these with them every day.

<b>ESSENTIAL</b>		
Knowledge Organiser	2 Black or Blue Pens	Pencil & Sharpener
Eraser	Calculator	30cm Ruler
Whiteboard	White board pen	
Reading book – The Purbeck school are committed to literacy; all students should have a reading book at all times		
PE kit / cooking ingredients as required		
Full Maths set	Set of Colouring Pens	A Bag to carry equipment
Purple Pen	Red Pen	Glue Stick

## The Purbeck School Uniform Policy

Parental support is required to ensure that all students are well presented. We have high expectations for our standard of dress as it sets the expectation for work and behaviour and projects a positive image of the school in the community.



It is expected that all students will take responsibility for their personal hygiene and arrive dressed in a clean, tidy and respectable manner. We ask parents to support the role in creating a sense of belonging to the school.

Parents are asked not to purchase items of clothing for school which do not appear in the list below. If you are in any doubt or difficulty, please contact the school and discuss the problem with your child's House Leader.

We reserve the right to sanction or send a student home who does not comply with our uniform rules.

MAKE UP	Must be discreet. This must be removed if requested by a member of staff
NAIL POLISH	Must be clear. No coloured tips/ patterns, designs or false nails. Nails should be, approximately no more than 3mm long for health and safety reasons. False nails or varnish must be removed if requested by a member of staff.
JEWELLERY	The ONLY jewellery permissible is a wrist watch, one ring, one chain (worn under the shirt). Facial/tongue and body piercings, of any kind, are not acceptable even if they are covered up. Transparent studs or spacers of any kind are unacceptable. If students have pierced ears, only single plain studs may be worn in school. Only ONE stud in each ear. No other form or ornamentation is permitted.
HAIRSTYLES	Must be neat and tidy and of a single natural colour. It should not be excessively short. Extremes of fashion are not permitted.

## School Uniform 2022/2023

Uniform Item	Requirements
Blazer	Navy school blazer with school badge
Shirt	White collared shirt with a top button. Must be tucked in.
Tie	Purbeck School tie.
Jumper	Purbeck School V- neck jumper. No other type of jumper/sweatshirt is permitted.
Trousers / Skirt / Shorts 	Purbeck School skirt at knee length OR tailored grey shorts OR standard fit dark grey (not black) school trousers. Skinny/slim fit are not permitted. Items are available from our recommended designated school retailers AF Joys in Wareham and PMG in Poole.
Socks/ tights	Plain white, grey, black or skin coloured as appropriate.
Shoes 	Plain, ALL black, low heeled smart, leather or leather like school shoes. Sandals, soft or canvas shoes, trainers, open backed shoes and shoes with logos are not permitted. No sports brand. Shoes should be sturdy and practical.
Coats	If worn, must be worn over the top of the blazer. No hoodies to be worn on the school site - this includes playgrounds. No outdoor coats to be worn inside the school building.
Extra Items	No coloured or visible tops may be worn under shirts. Plain white t-shirts or vests are, however acceptable. BELTS must be plain, black and unobtrusive. SCARVES may not be worn as an accessory without outdoor wear. HEADGEAR No hats or caps may be worn in the school building

## PE Kit

For safety reasons, whilst participating in PE lessons, ALL jewellery must be removed and hair must be tied back securely. Should your child be unable to participate in PE for any reason, please send them in with their kit and a note. The PE staff will be able to adapt the lesson to accommodate their injury or ailment and they will be expected to be in kit during lesson.

## Uniform suppliers

A F Joy - 35 North Street Wareham BH20 4AD - Telephone: 01929 552903 [Website](#)

PMG Schoolwear - 85 High Street Poole BH15 1AH - Telephone: 01202 686688 [Website](#)

<b><u>PE Uniform</u></b>
T-Shirt - Black/Red with logo
¼ zip training top - Black/Red with logo
Black football socks
Shorts -black shorts – not lycra Skort - black with logo Falcon Sports Leggings - Black with logo
Rugby shirt (Optional) – Black/Red no logo

## **Pupil Premium Guarantee**

Pupil premium students have access to an annual grant (for as long as the grant continues nationally). This can be claimed against the cost of uniform. [There is a full pupil premium strategy available on our website.](#)

Please contact Mr C Morris for more details [cmorris@purbeck.dorset.sch.uk](mailto:cmorris@purbeck.dorset.sch.uk)

## **Students' personal property including mobile phones**

Students are responsible for their own personal belongings; therefore, it is not advisable to bring large sums of money or expensive items into school. Lockers are available; please see Student Services. If a student has to bring money in for school trips *etc.*, they should hand it to Student Services immediately.

## **Mobile Phones**

Students may bring a mobile phone to school, but it must remain turned off in a bag or locker and cannot be used at any time from entering the school site in the morning until the end of the school day.

### **There are a number of reasons for this:**

- Current research is highlighting the significant pressure that social media and its use is having on young people through either the 'fear of missing out', or the pressure to instantly respond to messages that might be received. This is having a detrimental effect on student wellbeing.
- As a school, we take any form of bullying seriously and we believe one way to help eradicate it is to remove the opportunity of using any online platform whilst in our care.
- We cannot manage the images or content that a student may be viewing during school hours on their mobile phone.
- There is no need to have a phone at school – any communication can be done through the school phone system.
- New GDPR rules are such that anyone using a device to photograph or video in school could be committing an offence and it therefore makes it far safer for everyone if they are not allowed.

## **Student Welfare**

Any concern about a student's welfare should be directed initially to their tutor, who will be able to talk through the support available.

### **First aid**

Mild illness is treated at school and students are allowed to rest in the Medical Room after reporting to a member of staff. First Aid is available throughout the school day. Any cases requiring urgent attention are sent to hospital. The school is unable to dispense medicines directly to students. Please contact the school and make arrangements if there are any concerns.

### **Bullying**

We do not tolerate any form of bullying. Should your child have any concerns they should ask their tutor, sixth form welfare prefect or any other member of staff, for support. Alternatively, if you are concerned about your child please contact their tutor. A full copy of the school [behavior policy](#) & [Anti bullying](#) policy can be found on the school website.

### **Youth Centre**

We are very fortunate to have Wareham Youth Centre attached to the school and students are able to access the support and advice networks they offer.

### **Physical Activity**

We encourage all students to be active and healthy. The PE department runs extensive extra-curricular provision for all years. A timetable of PE clubs is distributed to all students at the beginning of each term via the newsletter.

### **A Nut Free School**

The Purbeck School, like many others, has adopted a 'nut free' policy in school because a number of our students have very severe nut allergies.

Please respect this policy by omitting nut fillings, foods and snacks from your child's lunchbox.



## [Operation Encompass Safeguarding Statement](#)

Our school is part of Operation Encompass. This is a police and education early intervention safeguarding partnership which supports children and young people who experience Domestic Abuse.

Operation Encompass means that the police will share information about Domestic Abuse incidents with our school PRIOR to the start of the next school day when they have been called to a domestic incident

Once a Key Adult (Designated Safeguarding Lead) has attended at an Operation Encompass briefing they will the principles of Operation Encompass to all Safeguarding Lead's in school.

Our parents are fully aware that we are an Operation Encompass school.

The Operation Encompass information is stored in line with all other confidential safeguarding and child protection information.

The Key Adult has also led training for all school staff and Governors about Operation Encompass, the prevalence of Domestic Abuse and the impact of this abuse on children. We have also discussed how we can support our children following the Operation Encompass notification.

We are aware that we must do nothing that puts the child/ren or the non-abusing adult at risk.

The Safeguarding Governor will report on Operation Encompass in the termly report to Governors. All information is anonymised for these reports.

The Key Adult has used the Operation Encompass Toolkit to ensure that all appropriate actions have been taken by the school.

**OUR KEY ADULTS ARE: [Vicky Gregory](#), [Claire Smith](#) and [Rachel Stevens](#)**

# Transport

## Buses

Free school transport is provided for all catchment area students living more than three miles from the school if they are under 16 years of age.

The school continues to work closely with community partners to ensure that students who travel on the buses feel safe and happy on their journeys. Monitors are assigned to all buses. They monitor and inform the school of both good and unacceptable behaviour during travel.

If your child has a concern about the bus journey they can inform the school by speaking to their tutor, House Leader or Mrs Gregory, Assistant Headteacher.

## Cars

Understandably, local residents object to cars using their front drives and entrances as turning or waiting areas for school drop offs. Additionally, stopping in Worgret Road causes traffic congestion and is dangerous when children have to cross the road. The main entrance to the school is narrow, very busy at peak periods and consequently hazardous. Therefore, we ask that parents dropping students to school drive into the large open space at the front of the school site.

## Bicycles

Parents are asked to ensure that cycles are in a roadworthy condition and provided with lock and chain. We encourage parents to provide their sons and daughters with cycle helmets.

## Sixth Form vehicles

Sixth Formers may bring a motor-cycle, scooter or car with permission from the Head of Sixth Form. This is granted on the understanding that students drive safely with consideration for other road users and pedestrians on the school site. Anyone who fails to do so will not be allowed to park their vehicle anywhere on the school grounds.

Please access [Dorsetforyou.gov.uk](https://www.dorsetforyou.gov.uk) for further information about school transport.

# Emergency Arrangements

## Accidents

Should your child have an accident or be taken seriously ill within school time we will arrange emergency treatment.

We will endeavour to contact you at the earliest opportunity. *For this reason, it is very important that we have a number of up-to-date contacts* in case of unavailability. If you change your contacts and/or telephone numbers please update your details on the SIMS Parent App or inform Student Services.

Should your child need hospital treatment a member of staff will accompany them, and stay with them, until you are able to reach the hospital.

## Emergency closure information

While it happens only rarely, there are occasions when the school has to close before the scheduled end of the school day. This typically occurs in the winter when it snows and arrangements are usually rather last minute.

We will always do our best to contact you immediately through our website, text or email alerts, but experience shows this can be difficult. If we cannot contact you it is important that we know what arrangements are in place for your son or daughter.

You can be assured that school will always remain open and staffed and that no student will be left unsupervised or sent home unless we are happy with the circumstances; however, it would be a great help to us if we know your wishes. Therefore, if you are happy for your son or daughter to make his/her own arrangements with you, or a friend, in order to get home, you need to do nothing. However, if you would prefer that he/she remains in school until you are able to collect him/her please indicate this on the consent form.

## Fire drill

Warning of a fire is signalled by a continuous sounding of the school alarm. All students should evacuate the building as directed by staff, following the shortest, safest route. All students then assemble in the bus park at the front of the school to be registered. A fire drill is always carried out at the beginning of the school year and once a term thereafter.

# PSHE and RE

## Personal, Social and Health Education

All students follow the Personal Social and Health Education programme. This encompasses a wide range of topics including aspects of Sex and Relationships Education, Careers Education and Citizenship. The main aims of PSHE are to increase knowledge, promote responsible attitudes and teach those skills which will enable students to become active responsible citizens. Sex and Relationships Education is taught within the context of relationships and responsibilities. It includes family and parenthood, gender roles, social pressures and sensitive issues such as sexually transmitted infections and contraception. The governing body has approved the school's policy on Sex Education which is available on request.

Parents have the right to withdraw their children from Sex and Relationships Education and should contact the House Leader if they wish to do so.

## **Religious education**

Religious Education **must** be provided in the school under the terms of the 1944 Education Act and the 1988 Education Reform Act. The Dorset Agreed Syllabus lays down broad guidelines within which the school is required to work out its own scheme of work.

The Purbeck School has no affiliation with any religious denomination and enjoys warm relationships with local religious communities. RCS (Religious & Cultural Studies) is taught throughout Years 7 - 11 and as a full option to GCSE and A level. Parents have the right under the 1944 Education Act to withdraw their children from RCS and from worship and should contact Miss E Wetherall if they wish to do so. Regular assemblies are held for each year group.

The Local Education Authority has set up a Standing Authority Council for Religious Education (SACRE) with the following role:

1. To support and encourage good practice in Religious Education and School Worship.
2. To monitor staffing, resources and training.
3. To keep the agreed syllabus of Religious Education under consideration, and, when necessary, call for its review.
4. To issue an annual report.
5. Within the framework of the Statutory Regulations, to deal with complaints and requests for waiving of the requirements that worship should be wholly or mainly of a broadly Christian character.

The SACRE meets three times a year and correspondence should be addressed to the County Education Officer at County Hall, Dorchester.

# Communicating with you

## **SIMS Parent APP**

As a school we are constantly striving to improve our communication with parents. One of the ways in which this is now possible is through the SIMS Parent app. This allows us to publish information to support the learning of your child in a safe environment that can be accessed anytime and anywhere there is an internet connection. An invitation to register for SIMS Parent will be sent to each contact with parental responsibility on our system for whom we hold an email address; once registered, this will allow the school to contact you through push notifications to the app, and give you access to your child's timetable, attendance, homework, reports and extra-curricular activities. It will also allow you to view and make changes to the information we hold for you and your child through the data collection section.

## **Paying for your child's meals and school trips**

We operate the SCOpay system which we use to communicate with parents it also offers the facility to pay for trips online and top up your child's cashless catering account.

SCOpay will be beneficial to you because:

### **Communication**

- Messages will get to you reliably
- We can send messages directly to mums and dads at the same time
- You will quickly know about important or urgent messages
- We can tell you more about what's going on at the school

### **Online payments and Cashless Catering**

- Pay for school trips online
- Top up your child's cashless catering account

You should have received a letter with your activation code to enable you to use the SCOpay system, this letter also includes full instructions and a link to a user guide.

If you have any queries you can contact our Administrative Officers, [Mrs Manders](#) or [Mrs Taylor](#) or email, [office@purbeck.dorset.sch.uk](mailto:office@purbeck.dorset.sch.uk)

## **School Cloud - Parents' evening booking system**

The school uses an intuitive and easy to use online appointment booking system. You will be issued with a unique parent login code, this allows you to choose your own appointment times with teachers and receive an email confirming your appointments. It should only take a few minutes of your time.

You can login via the website: <https://thepurbeckschool.schoolcloud.co.uk/>

### **Your communication with school**

Click the above link for guidance on contacting staff regarding subjects, pastoral, safeguarding, SEN or administration. This will help to ensure your queries and questions are directed to the correct member of staff.



## **Code of conduct for using transport to and from school**

Whilst travelling to and from school on the bus service the following considerations must be made

### **1. EVERYONE HAS THE RIGHT TO A SAFE JOURNEY**

This means that any behaviour which will affect the health and safety of myself and others will not be acceptable. This means:

- ✓ I will remain seated throughout the journey. Movement may distract the driver which can be dangerous.
- ✓ I will not eat and drink on the journey.
- ✓ Shouting is not acceptable as it distracts the driver.
- ✓ I will not drop litter on the bus or out of the bus – it can hurt others if it hits them or they trip over it.
- ✓ Smoking is not permitted.
- ✓ I will not throw any objects or missiles whatsoever from the bus whilst it is either stationary or moving.
- ✓ I will not touch or interfere with any part of the bus structure or moving parts.
- ✓ I will have a bus pass to travel – this ensures the buses are not overloaded and dangerous.

### **2. EVERYONE HAS THE RIGHT TO FEEL SECURE & COMFORTABLE ON THEIR JOURNEY**

This means that any behaviour on or off the bus which causes people harassment, alarm or distress will not be tolerated. This means:

- ✓ I will be polite to everyone, including the driver.
- ✓ I will be mindful and respectful to other passengers.

### **If I am concerned about the conduct on the buses I can let someone know by:**

- ✓ Putting the information in the bus box in the LRC.
- ✓ Contacting the bus company.
- ✓ Letting Mrs Gregory know about the situation.

# Acceptable IT use agreement

The School IT network consists of many devices that provide staff and students access to a large array of resources and services. The IT network is essential for teaching and learning and for the smooth running of the school.

This user agreement provides guidelines and information about what constitutes appropriate use of the IT network at The Purbeck School.

1. Access to the IT network must only be made with the user's own username and password.
2. Users must not tell other people their password.
3. All activity on a user's own account is their responsibility.
4. All IT equipment must be treated with proper care, and users must follow any health and safety guidelines. In lessons, IT facilities must be used according to the direction of the teacher, to support the learning objectives of the lesson.
5. Users are responsible for all files that are saved under their username. These files must all be relevant to the user's teaching and learning.
6. Users are responsible for ensuring that any files that are no longer required are deleted,
7. Copyright of all digital materials must be respected.
8. Users are responsible for the e-mails they send and should only be used in support of teaching and learning.
9. The Internet is only to be used as directed by staff.
10. Users must not access any inappropriate content online.
11. Users must not attempt to bypass any IT security systems that have put in place.

The school monitors how IT facilities are used. This helps ensure that the user agreement is being followed. Some of this monitoring is automatic. Files, e-mail and internet use are all monitored.

Users who do not adhere to this agreement may lose the use of the IT facilities. This may include the suspension of Internet access, e-mail use, or network access.

Users may be liable for the cost of any replacement parts and servicing costs incurred by not following this Acceptable IT Use Agreement.

We do attempt to block all inappropriate online content, but there are occasions where some new content may take a short amount of time to be blocked. We ask our students to use common sense when using the internet, and only to access content they feel is appropriate in the school environment.

If a student has a concern about content they come across online, we ask that they inform a member of staff immediately.

Nicky Marsh  
IT Systems Manager

## Term Dates 2022 – 2023

<b>Autumn Term 2022</b>	<b>Thursday 1<sup>st</sup> September</b> <b>Friday 2<sup>nd</sup> September</b> <b>Monday 5<sup>th</sup> September</b>  <b>Tuesday 6<sup>th</sup> September</b> <b>Friday 7<sup>th</sup> October</b> <b>Half Term 24<sup>th</sup> October – 28<sup>th</sup> October</b> <b>Friday 2<sup>nd</sup> December</b> <b>Monday 19<sup>th</sup> December</b>	<b>INSET DAY - School closed to students</b> <b>INSET DAY - School closed to students</b> <b>Start of term – Year 7</b> <b>Year 12 enrolment day</b> <b>Start of term – All Year Groups</b> <b>INSET DAY – School closed to students</b> <b>Half term</b> <b>INSET DAY – School closed to students</b> <b>Start of Christmas holiday</b>
<b>Spring Term 2023</b>	<b>Monday 2<sup>nd</sup> January</b> <b>Tuesday 3<sup>rd</sup> January</b> <b>Wednesday 4<sup>th</sup> January</b> <b>Half Term 13<sup>th</sup> – 17<sup>th</sup> February</b> <b>Monday 3<sup>rd</sup> April – 14<sup>th</sup> April</b>	<b>Bank Holiday</b> <b>INSET DAY</b> <b>Start of term</b> <b>Half term</b> <b>Easter Holidays</b>
<b>Summer Term 2023</b>	<b>Monday 17<sup>th</sup> April</b> <b>Monday 1<sup>st</sup> May</b> <b>Half Term 29<sup>th</sup> May – 2<sup>nd</sup> June</b> <b>Start of summer holidays</b>	<b>Start of term</b> <b>Bank Holiday</b> <b>Half term (Monday 29<sup>th</sup> Bank Holiday)</b> <b>Monday 24<sup>th</sup> July</b>

**To simplify, staff training and Inset days are:** Thursday 1<sup>st</sup> & Friday 2<sup>nd</sup> September, Friday 7<sup>th</sup> October, Friday 2<sup>nd</sup> December 2022 and Tuesday 3<sup>rd</sup> January 2023

### Times of the school day Monday to Thursday

<b>8:45</b>	<b>Registration</b>
<b>9:00</b>	<b>Period 1</b>
<b>9:55</b>	<b>Period 2</b>
<b>10:55</b>	<b>Break (15 minutes)</b>
<b>11:10</b>	<b>Period 3</b>
<b>12:10</b>	<b>Period 4</b>
<b>13:10</b>	<b>Lunch</b>
<b>13:45</b>	<b>Tutorial</b>
<b>14:00</b>	<b>Period 5</b>
<b>15:00</b>	<b>End of lesson 5</b>

### Times of the school day Friday

<b>8:45</b>	<b>Registration</b>
<b>9:15</b>	<b>Period 1</b>
<b>10:05</b>	<b>Period 2</b>
<b>10:55</b>	<b>Break (15 minutes)</b>
<b>11:10</b>	<b>Period 3</b>
<b>12:10</b>	<b>Period 4</b>
<b>13:10</b>	<b>Lunch</b>
<b>13:45</b>	<b>Tutorial</b>
<b>14:00</b>	<b>Period 5</b>
<b>15:00</b>	<b>End of lesson 5</b>



**Please complete and return this form to school. Alternatively, you can complete it online, [here](#)**

**We understand that this commitment to achieving excellence together will require us to have the very highest expectations of our child. We understand that the success of our child at The Purbeck School is based on a partnership between the parents and the staff that exists to create the best possible education for our pupils. If our child, and everyone associated with our child, strives to achieve excellence in every aspect of their education, the result will be a happy, safe and successful individual who will be well-placed to contribute to our community.**

**The Purbeck School will ensure that:**

- we provide a safe and supportive environment for students to enjoy learning and achieve their full potential
- we provide a consistently high standard of teaching and model good examples of mutual respect
- students have the best possible education by providing a suitable curriculum and individual support
- we set challenging targets for students to aspire to and review them regularly
- we provide parents / carers with regular reports and opportunity for discussion about their child's progress
- we set regular home learning which is promptly and helpfully marked
- we contact home to praise and reward student successes
- we contact home if there are concerns about students' behaviour, effort or attendance
- we contact home immediately if students are to be detained after the end of the school day
- we provide a wide variety of extra-curricular activities, work experience, trips and residential visits

**Parents / Carers will ensure that:**

- your child attends every day, arriving before 8.40am, unless they are ill
- your child does not take extended family trips or holidays during term-time and schedules routine doctor's and dentist's appointments when school is not in session
- your child wears the correct uniform, brings a reading book and has the correct learning equipment needed for the day, including PE kit when necessary
- you support the schools' policies and regulations on behaviour, home learning and uniform
- you provide your child with a healthy breakfast before leaving for school
- you provide a suitable environment for your child to work at home
- your child has enough sleep each night and you monitor their access to electronic devices at night
- your child completes their home learning on time and to the highest standard
- you attend parents' evenings to discuss your child's progress, and any other meetings arranged with your support
- your contact details are up-to-date and you let reception know if your contact details change
- you support your child in participating in extra-curricular activities, work experience, trips and residential visits
- you pay for the replacement of any equipment or books your child loses or damages
- you treat Purbeck School staff with respect and courtesy, both in school and during telephone/email conversations

**Students will ensure that they:**

- work hard and expect to learn in every lesson and additional activity
- adhere to our student lesson responsibilities at all times
- adhere to our school community responsibilities at all times
- behave responsibly at school, when travelling to and from school and within our local community
- complete all home learning to the highest standard and hand it in on time
- treat all adults and students with respect
- do not undermine the safety of others
- take an active part in school life including clubs, teams, trips and residential visits

Student name:

Date:

Student signature:

Date:

Parent/Carer signature:

Date:

Headteacher signature:

Date: